

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-60-33

23 November 1983

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Form 1152 - Request for Personnel Action

1. A new procedure for producing and distributing the Form 1152, Request for Personnel Action, has been established. Changes in the procedure for obtaining the Form 1152 were made to facilitate the timely receipt of requested forms when the Office of Personnel moves to the



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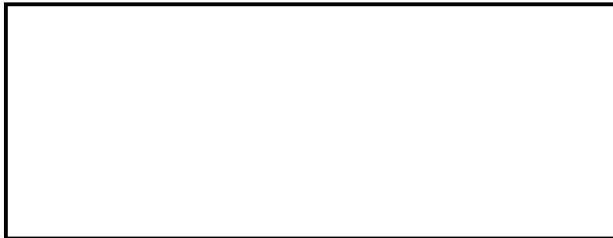
2. Effective 28 November 1983, the daily requests for Form 1152 which are submitted to the Transactions and Records Branch (TRB) will be processed for overnight printing on the Office of Data Processing (ODP) Xerox 9700 printer which is located in the Ruffing Center, Headquarters Building. The printed forms will be delivered by ODP to the Data Access Centers (DAC) which are located in various Headquarters area buildings. The forms will be available at the DAC's between 10:30 and 11:00 each morning, Monday through Friday. Agency component personnel offices are responsible for obtaining the printed forms at a designated DAC. The Data Access Centers presently are located in:

Building


Room

Ames

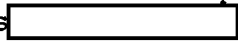

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Agency component personnel offices without a DAC in the same building should make arrangements through Chief, Transactions and Records Branch, Secure line  for delivery of forms at a DAC in another building which may be convenient to them, or to have the forms mailed to them by TRB via the Agency mail service. If a component personnel office moves to another building, notice should be directed to Chief, TRB to effect any change in the distribution.

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3. Form 1152 for both contract and staff employees should be ordered by contacting the Transactions and Records Branch on Secure lines 
 The procedure for requesting Form 1152 will continue to be by

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social security number, but in addition, the office organization code will be required (See 3 character code at lower left-corner of Staffing Complement). Also, because the Form 1152 is generated by a different computer under this procedure (the Xerox 9700), there will be only an original of the form distributed. Component personnel offices may make copies as necessary.



Robert W. Magee
Director of Personnel

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